

STATE OF CALIFORNIA
OFFICE OF THE ADJUTANT GENERAL
9800 Goethe Road - P. O. Box 269101
Sacramento, California 95826-9101

CAJS-J1-SP

23 July 2009

MEMORANDUM FOR See Distribution

SUBJECT: Term State Active Duty (SAD) Vacancy Announcement 2009-32 - Expires 5 August 2009

1. The Military Department is accepting applications for Term State Active Duty position indicated below. This vacancy announcement expires 5 August 2009 unless sooner rescinded; interested applicants should file their application at the earliest possible date. An appointment to this position provides full benefit status for the appointee and their beneficiaries. ***Soldiers/Airmen selected for this position will be paid at their federal or State Military Reserve pay grade, not to exceed E-5 capped at 4 years.*** Subsequent extensions of State Active Duty service are contingent upon funding and continuation of the special program.

2. This announcement has minimum requirements. Failure to comply with these requirements will cause your application to be rejected from consideration. While it is important for you to read the entire announcement closely, please pay particular attention to paragraphs 3, 4, 5 and the suggested checklist at the end of this announcement.

- | | |
|--------------------------------------|--|
| a. TITLE AND PAY GRADE: | Recruiting, Placement, Mentoring (RPM) Assistant (SAD E-5 capped at 4 years of service) |
| b. EMPLOYMENT LOCATION: | Sunburst Youth Academy, Los Alamitos, CA |
| c. PROJECTED EMPLOYMENT DATE: | 15 August 2009* |
| | <i>*Pending Availability of Funds</i> |
| d. SELECTING SUPERVISOR: | Commandant, Sunburst Youth Academy |

3. The basic qualification requirements are:

a. Military Service: Member of the active or retired California National Guard or active member of the State Military Reserve in the grades of E-4 through E-6 may apply. An individual in a civilian status who is eligible to become an active member of the California State Military Reserve in the military grade of E-4 through E-6 may submit an application under these criteria and be accepted by the State Military Reserve prior to appointment to State Active Duty.

b. Education/Experience: High school graduate is required; Associate Degree is desired. **Attach certification.**

c. Military Assignments: Assignments appropriate to the grade of the applicant.

d. Communication Skills: Must be able to effectively communicate orally and in writing. Applicant may be asked to produce a short, handwritten report during the interview process.

e. Completion of appropriate level of NCO Military Education.

f. Sales and recruiting experience desirable.

g. Ability to speak fluent Spanish is highly desired.

4. Additional requirements are indicated below:

a. Required to meet and maintain physical fitness and weight/height requirements in accordance with published standards. **Attach a copy of your military component's verification¹ of these requirements.**

b. Training or experience in human relations, equal opportunity or human awareness is required.

c. Appropriate military uniform with their military component's recognized rank will be worn in accordance with appropriate military regulation.

¹If a current member of the State Defense Force or a Retired California Army /Air National Guardsperson, complete and sign our height, weight and military appearance verification form (available by request) that indicates your current medical fitness.

- d. Strong computer skills are essential, including experience with website administration.
 - e. Initial and/or continued employment is contingent on a favorable State Department of Justice background check.
 - f. Possess a valid California Driver's License. **Attach copy with Application.**
 - g. Experience working with youth as a youth mentor is desired.
 - h. Experience supervising and/or counseling youth is required.
 - i. Experience in recruiting youth for youth programs is desired, to include experience conducting professional presentations for recruiting purposes.
 - j. Possess at least two years of managerial, administrative or leadership experience.
5. **PRINCIPAL FUNCTIONS:** Under the supervision of the RPM Coordinator, Sunburst Youth Academy the RPM Assistant performs the following duties:
- a. Maintains monthly contact with assigned mentors.
 - b. Documents the completion of the formal mentoring relationship at the end of post-residential phase.
 - c. Records mentoring progress and action taken in case files.
 - d. In conjunction with the Job Placement Coordinator, develops effective placements and the completion of the formal mentoring relationship at the end of post-residential phase.
 - e. Assists cadet and mentor in identifying short, intermediate, and long-term goals and the resources needed to achieve their goals.
 - f. Ensures that the mentors and cadets are matched in a formal event.
 - g. Facilitates the formal agreement between mentor and cadet.
 - h. Assists the Recruitment/Placement/Mentor Coordinator with cadet recruiting, placement and mentor recruiting, when requested in accordance with academy policies and procedures.
 - i. Promotes positive relationships in the community through involvement with community organizations and community service projects
 - j. Develops and monitors cadet case files during the Residential Phase.
 - k. The Youth Academy is a smoke-free environment; smoking is not authorized on duty or on Academy premises.**
 - l. Performs other duties as assigned.
6. The individual selected for this position is eligible for health, dental, vision and life insurance benefits. Other benefits may also be available to those who qualify; such as Service Member Assistance Programs, Pre-paid Legal Services, Long Term Disability Insurance, Long Term Care Insurance, Retirement Annuity, Supplemental Investment and the Military Service Buy Back Program.
7. Reimbursement for moving and relocation expenses will not be paid.
8. Submit a completed OTAG Form 900-8 (SAD Appointment Application) and all required supporting documentation to Joint Force Headquarters, Directorate of State Personnel Programs, ATTN: CAJS-J1-SP, #27, P.O. Box 269101, Sacramento, CA 95826-9101. Blank application forms may be obtained from the CAJS-J1-SP Web Site at www.calguard.ca.gov/casp/Pages/sad.aspx or by contacting Ms. Cheryl Arbaugh at (916) 854-3311 or DSN 466-3311. **Original applications must be received in the State Personnel office no later than 5 August 2009. Applications will not be accepted via FAX.**

FOR THE DIRECTOR, JOINT STAFF:

DISTRIBUTION:
A, F and M

Jeffrey W. Magram (23 Jul 09)
JEFFREY W. MAGRAM
Lieutenant Colonel, CA ANG
Director, State Personnel Programs

CAJS-J1-SP

SUBJECT: Term State Active Duty (SAD) Vacancy Announcement 2009-32 – Expires 5 August 2009

The following is a suggested check sheet for each individual applicant to review to provide the most complete and accurate application up front.
Explain negative responses.

Submission Requirements	Self Check
Have you completed and signed the application form?	
Have you attached a copy of height, weight & physical test verifications?	
Have you attached a copy of your valid California Driver's License?	
Have you attached you letter of Spvsr/Cdr/ISG recommendation?	
Have you attached a copy of your highest military/civilian education certification?	